

~~CONFIDENTIAL~~

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

FROM : Chief, Printing Services Division, OL

SUBJECT: Activity Report for July 1963

DATE: 2 AUG 1963

1. GENERALa. Plant Operations - (continued item)

The incoming workload was about normal during the month of July. However it has been necessary to continue to use a large amount of overtime in order to keep abreast of the current workload and not create any excessive backlogs. Overtime has been used freely to maintain the best possible service on the SR work for which additional personnel was requested. No new, continuing requirements were placed on the Division.

2. OTHER ITEMS OF INTEREST

STATSPEC

a. Conversion of [REDACTED] Publications to Offset Printing - (continued item)

STATSPEC

The prototype apparatus for production of offset masters from all caps five-channel tape is ahead of schedule. Completion of the device is scheduled for 26 August 1963. A two-week period of de-bugging and testing will be done at the Bureau of the Census and delivery to [REDACTED] is expected by 6 September. The [REDACTED] engineer assigned to the project is making progress in developing procedures for the preparation and handling of the incoming tape to be used in producing the masters, and is preparing for the production test of the device at [REDACTED] starting 6 September.

STATSPEC

STATSPEC

b. Preparation of NIS Manuscript by the Use of Paper Tape - (continued item)

The Automatic Data Processing Staff study to determine feasibility of computer use in NIS production is still in progress. A meeting is being arranged with IBM to discuss the problem. Meanwhile, PSD is preparing specifications for a system which will (a) permit production of NIS type orders directly from customer tape using a Photon, and (b) permit limited production of text material for the NIS and other publications on the Photon using a variety of paper tape input sources, i.e.: manual keyboard, edited customer tape and computer generated tape.

DOCUMENT NO.

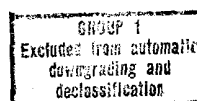
NO CHANGE IN CLASS. ☒☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: 20 11

AUTH: HR 70-2

DATE: 13/10/81 REVIEWER: 018993

~~CONFIDENTIAL~~

**CONFIDENTIAL**

SUBJECT: Activity Report for July 1963

Meanwhile the Office of Basic Intelligence and its contributors are discussing plans for the use of the new specially designed flexo-writer which will be used to prepare NIS manuscripts and customer tape. These machines are expected late in September 1963. They plan to forward the tape with the manuscript through each successive editing component and this will provide substantial benefits in expediting the typing, the editing procedure, and the coordination and final approval of the manuscript. In addition many costly time consuming revisions now required after submission of page proofs by PSD can be eliminated.

c. Study of Procedures in Preparing and Printing National Intelligence Surveys - (continued item)

The Office of Basic Intelligence is still in the process of making an internal review of its operations and has not given formal approval of the remaining recommendations for improvement in the methods of printing the NIS. PSD has conducted a series of detailed tours of Plant No. 2 to give OBI personnel a better understanding of the processes and problems involved in production of the NIS.

d. Increase in DDP/SR Requirements - (continued item)

The Division Chief has had several meetings and discussions with the Agency Manpower Officer concerning PSD's request for additional personnel to support the increased requirements of SR Division. In view of verbal information received concerning the request PSD last week stopped bringing additional personnel on board specifically for the project. Of the 18 requisitions processed for equipment to support the project, ten have been filled. Special materials and supplies have also been ordered. Building renovations are continuing. The drains and underground plumbing have been put in, and the carpenters have completed approximately one-half of the work. Considerable overtime has been worked in an effort to meet SR deadlines.

e. Possible Security Problem - (new and continuing)

PSD has briefed the Security Staff, OL, on a possible security problem involving two employees in Plant No. 1. This problem concerns a difference of opinion between two employees on whether some classified material was filmed and the film lost. All information has been forwarded to the Office of Security for a determination on whether further investigation is necessary.

f. Meritorious and Suggestion Awards - (new and completed item)

Technical Analyst for PSD, received a Certificate of Merit with Distinction, accompanied by a \$300.00 cash award, in a ceremony on 17 July 1963. The award was presented by the

25X1A9a

**CONFIDENTIAL**

~~CONFIDENTIAL~~

SUBJECT: Activity Report for July 1963

25X1A9a

Executive Director of the Agency, and was initiated by the DD/P for  
[REDACTED] contribution to Project WALNUT.

25X1A9a

At a presentation on 31 July 1963, [REDACTED]  
Linotype Operator, received a \$50.00 disclosure award for an  
invention pertaining to slug casting machines. An application for  
a patent has been filed with the Commissioner of Patents. At the  
same presentation [REDACTED] Platemaker, received a \$350.00  
interim award for a new method for printing continuous tone photographs.

25X1A9a

g. Overtime - (continued item)

The Division worked a total of 1,114 hours of overtime and  
holiday time during July compared with 1,962 hours worked in June.  
The Division has worked 1,114 hours of overtime for fiscal year  
1964 compared to 349 hours worked for the same period in fiscal  
year 1963.

25X1A9a

25X1A9a

OL/PSD: [REDACTED]:dab/3221 (2 Aug 63)

~~CONFIDENTIAL~~